

<b>Office of Historic Alexandria- Five Year Plan</b>						
<b>Implementation Schedule</b>						
<b>FY 2012-2016</b>						
<b>INITIATIVES</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>Responsibility</b>
<b><i>BUILDINGS/SITES</i></b>						
ACTION- Routine maintenance at each site	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Coordinate CIP Projects at each site	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Coordinate CMFP Building Maintenance Schedule at each site	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Prepare annual CIP, CMFP request for department	x	x	x	x	x	ADM
ACTION- Coordinate Freedmen's Cemetery Memorial	x	x	x			AA, ADM, ABHM, TES
<b><i>COLLECTIONS</i></b>						
ACTION- Digitize museum collections and make available on website	x	x	x	x	x	AA, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Implement conservation of select collection items at each site	x	x	x	x	x	AA, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Acquire appropriate collection items for each site annually	x	x	x	x	x	AA, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Install high density shelving at Archives & Records Center	x					ARC
ACTION- Planning to rehabilitate or relocate Collections, Archives & Records Center					x	ADM, GS
ACTION- Planning for expanded Archaeology Collection Facility.					x	
<b><i>DEVELOPMENT</i></b>						
ACTION- Coordinate annual social event for City Historic Sites and Museums	x	x	x	x	x	ADM
ACTION- Develop/maintain departmental/museum membership programs	x	x	x	x	x	ADM
ACTION- Increase non-City funding at each ADM museum by 2% annually	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Implement annual "Wish List" for museum projects for department	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Implement "Annual Giving" program at each site	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Solicit support for departmental projects	x	x	x	x	x	ADM
<b><i>DIVERSITY</i></b>						
ACTION- Implement City Strategic Plan diversity goals within department	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Participate on City Diversity Committee	x	x	x	x	x	ADM, HR
ACTION- Establish departmental Diversity Committee	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM

ACTION- Coordinate with Human Rights Commission and Commission on Disabilities	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
<b>EDUCATION &amp; LIFELONG LEARNING</b>						
ACTION- Coordinate ADM participation in ACPS "Community Schools" program	x	x	x	x	x	AA, ADM, ACPS, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Coordinate Education programs with ACPS	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Revise programs for adult audiences	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Work w TC Williams HS to establish "History Club"	x	x	x	x	x	LY
ACTION- Maintain/expand "Project Enlightenment" program w McLean HS	x	x	x	x	x	GTM, SLAM
<b>HUMAN RESOURCES</b>						
ACTION- Request restoration of Secretary position at GTM	x					ADM, GTM, CMO
ACTION- Request Special Events position at GTM			x			ADM, GTM, CMO
ACTION- Recruit volunteer Town Crier	x					ADM, GTM
ACTION- Request restoration of Curator position at ABHM			x			ADM, ABHM, CMO
ACTION- Request restoration of Roster Staff positions at AA		x				AA, ADM, CMO
ACTION- Request restoration of Roster Staff positions at ABHM		x				ADM, ABHM, CMO
ACTION- Request restoration of PT Curator position at FW		x				ADM, FW, CMO
ACTION- Request restoration of Records Clerk at Archives & Records Center			x			ADM, ARC, CMO
ACTION- Request PT special event/rental staff for all sites		x				AA, ADM, ARC, ABHM, CMO, FF, FW, GTM, LY, SLAM
ACTION- Turn Pt archaeologist and educator positions into FT				x		AA, ADM, CMO
ACTION- Request restoration of Research Historian position					x	ADM, CMO
ACTION- Request inter-departmental Grant Technician position				x		ADM, CMO
ACTION- Request Deputy Director for department					x	ADM, CMO
ACTION- Evaluate re-organization of departmental staff	x	x	x			ADM, CMO
ACTION- Recruit/train volunteers for each site	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
<b>INTERPRETATION</b>						
ACTION- Implement History Interpretation Initiatives in City Strategic Plan Goal 7	x	x	x	x	x	AA, ARC, ABHM, FF, FW, GTM, LY, SLAM
<i>I. Capture the cultural diversity of Alexandria through oral histories, documents and historic images.</i>	x	x	x	x	x	AA, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Develop Civil War Sesquicentennial Programs	x	x	x	x	x	AA, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Develop/Assist Wayfinding Interpretive Signage	x	x	x	x	x	ADM, AA
ACTION- Fabricate Fort Ward interpretive signs on "The Fort" AA neighborhood.	x					AA, ADM, ABHM, FW

ACTION- Provide wayfinding signage as part of the Alexandria Heritage Trail.		x	x			AA
ACTION- Develop and initiate National Harbor Programs	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Develop War of 1812 programs	x	x	x			AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Coordinate with National Park Service on Jones Point Park redevelopment	x	x				AA, LY
ACTION- Coordinate with National Park Service on Capt. John Smith Water Trail	x	x	x	x	x	AA, ADM
ACTION- 2 temporary exhibits annually at ABHM, LYCEUM	x	x	x	x	x	ABHM, LY
ACTION- 6 special events annually at each museum site	x	x	x	x	x	AA, ABHM, FF, FW, GTM, LY, SLAM
ACTION- 1 temporary exhibit/special tour annually at AA, FF, FW, GTM, SLAM	x	x	x	x	x	AA, FF, FW, GTM, SLAM
ACTION- Upgrade permanent exhibits annually at all museums	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Develop special programs that meet the needs of specific audiences at each site.	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
<b>LEGAL</b>						
ACTION- Maintain City Archaeology Code	x	x	x	x	x	AA
ACTION- Maintain Public Records as per State law.	x	x	x	x	x	ARC
ACTION- Prepare annual operating budget request for department	x	x	x	x	x	ADM
ACTION- Prepare reviews for BAR applications	x	x	x	x	x	AA, ADM
ACTION- Prepare Easements, perform Annual Inspections, enforce infractions	x	x	x	x	x	ADM, AHRPC
ACTION- Implement program for Historic Preservation Tax Credits	x	x	x	x	x	ADM, PZ, AHRPC
ACTION- Request/implement full annual funding at SLAM	x	x	x	x	x	ADM, SLAM, MPS
ACTION- Review safety objectives annually for each site	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Maintain departmental Safety Committee	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Upgrade website/printed materials for rentals	x	x				AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Brief City Council members of departmental or City heritage issues as needed	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Respond to outside requests from media, individuals, outside organizations	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Update disaster plans for each site and department annually	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
<b>MARKETING</b>						
ACTION- Increase Marketing efforts for department and individual museums	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Coordinate marketing initiatives with ACVA and VTC	x	x	x	x	x	ADM, ACVA, VTC
ACTION- Expand "Key to the City" program for Civil War Sesquicentennial	x	x	x	x		AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM, ACVA
ACTION- Participate on City Marketing Coordinating Council	x	x	x	x	x	ADM

ACTION- Increase e-News participants by 5% annually	x	x	x	x	x	ADM
ACTION- Replace paper with electronic versions of site specific newsletters	x	x	x			AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
<b>OUTREACH</b>						
ACTION- Implement History Outreach Initiatives in City Strategic Plan Goal 7	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
<i>I. Increase accessibility and public participation in arts, library, historical, archaeological, and cultural resources, programs and services.</i>	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
<i>II. Develop special programs that meet the needs of specific audiences at each site.</i>	x	x	x	x	x	AA, ARC, ABHM, FF, FW, GTM, HS, LY, SLAM,
<i>III. Develop programs for diverse audiences and recent immigrants to Alexandria</i>	x	x	x	x	x	AA, ARC, ABHM, FF, FW, GTM, LY, SLAM
<i>IV. Develop printed and audio materials in foreign languages</i>	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Continue annual Alexandria Forum Decorative Arts Program	x	x	x	x	x	ADM
ACTION- Implement Workshops on Historic Restoration	x	x	x	x	x	ADM, LY, PZ
Implement Workshops on Historic Restoration	x	x	x	x	x	ADM, PZ
ACTION- Implement lecture series on Historic Preservation Tax Credits	x	x	x	x	x	ADM, PZ
ACTION- Publish hardcover book on Alexandria history	x					ADM
ACTION- Prepare weekly "This Week in Historic Alexandria" e-newsletter	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Staff support to Boards & Commissions, other committees						
<i>I. Historic Alexandria Resources Commission</i>	x	x	x	x	x	ADM
<i>II. Public Records Advisory Commission</i>	x	x	x	x	x	ARC
<i>III. Alexandria Archaeological Commission</i>	x	x	x	x	x	AA
<i>IV. Alexandria Historical Restoration &amp; Preservation Commission</i>	x	x	x	x	x	ADM
<i>V. FW Stakeholders Advisory Group</i>	x	x				AA, ADM, FW
<i>VI. FW History Work Group</i>	x					AA, ADM, ABHM, FW
<b>PARTNERSHIPS</b>						
ACTION- Develop partnerships with hotels for special museum tours/experiences	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Develop partnership with Alex. Public Library to digitize historical photo collections		x	x	x	x	ADM
ACTION- Develop/maintain Friends groups at all sites	x	x	x	x	x	AA, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Coordinate cooperative meetings/activities among existing OHA Friends groups						
ACTION- Maintain partnerships with AA, ACVA, NTHP, NVMA, APVA, AEDP and local orgs.	x	x	x	x	x	ADM
ACTION- Develop partnerships with Alexandria businesses/non-profit orgs.	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Participate in NPS <i>Star-Spangled Banner Nat'l. Historic Trail Advisory Council</i>	x	x	x			ADM
ACTION- Maintain partnership with Torpedo Factory Board and Torpedo Factory Artists Assoc.	x	x	x	x	x	AA, ADM, ACPS, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Coordinate with regional Boundary Stones preservation and conservation group						

<b>PRESERVATION PLANNING</b>						
ACTION- Prepare Historic Preservation planning initiatives in City Strategic Plan Goal 7	X	X	X	X	X	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Update Five Year Plan Annually						
HISTORIC PRESERVATION MANAGEMENT PLAN						
<i>I. Identify and Formalize ACHRI</i>						AA, ADM, PZ
Designated local Historic Districts	x					AA, ADM, PZ
National Historic Landmarks	x					AA, ADM, PZ
National Register Historic Districts and sites	x					AA, ADM, PZ
Surveyed 100 year old buildings	x					AA, ADM, PZ
Known archaeological sites	x					AA, ADM, PZ
Abandoned or known historic cemeteries	x					AA, ADM, PZ
Designated historic trees	x					AA, ADM, PZ
Easements	x					AA, ADM, PZ
<i>II. Establish themes of significance</i>	x					AA, ADM
<i>III. Research Potential Cult. and Hist. Resources</i>						
Complete 100-year-old buildings survey		x	x			CS, PZ
Identify significant structures less than 100 years old			x			AA, ADM, PZ
Resurvey structures and sites within local HD's- Old & Hist.		x	x			CS, PZ
Identify potential archaeological resources		x	x			AA
Identify significant streetscapes, views		x				AA, ADM, PZ
Identify significant street/landscape feature, artifacts and underground resources						
Street infrastructure improvement						
<i>IV. Develop HP goals for P&amp;Z, Econ. Dev. Programs</i>						
Develop criteria to establish levels of significance		x				AA, ADM, PZ
Rank identified resources		x				AA, ADM, PZ
Prioritize the preservation level of ranked resources		x				AA, ADM, PZ
Review current BAR process		x				ADM, PZ
Integrate ACHRI into City's GIS database		x	x			AA, PZ
Integrate preservation into Small Area Plans		x	x			AA, ADM, PZ
Integrate HP goals with other City plans and policies			x			ADM, PZ
Integrate HP goals with outside agencies and organizations.	x	x	x			ADM, PZ
<i>V. Establish Preservation Coordinating Committee</i>						
Archaeology		x				AA, CS
Historic Districts		x				BAR
100 year old buildings		x				BAR
Easements		x				AHRPC
Covenants		x				ADM
Tax credits		x				ADM, PZ
<i>VI. Evaluate Current BAR Processes, Other Regs.</i>						
Zoning density and building height		x				ADM, PZ, BAR
Site plan review		x				ADM, PZ, BAR
Design review process	x	x				ADM, PZ, BAR
Design standards	x	x	x			ADM, PZ, BAR
"After the fact" BAR Review	x	x	x			ADM, PZ, BAR
Teardowns		x				ADM, PZ, BAR
<i>VII. Examine New Strategies for Preservation</i>						
Expansion of designated Historic Districts			x			ADM, PZ

Local Historic Landmark designation			x			ADM, PZ
Transfer of Development Rights		x				ADM, PZ
Community Preservation Districts		x				ADM, PZ
Acquisition of easements or development rights			x			ADM, PZ
Rehabilitation subsidies			x			ADM, PZ
Revolving Preservation Fund			x			ADM, PZ
Tax Credits/Incentives			x			ADM, PZ
Options for Expanding Period of Historical Significance		x				ADM, PZ
Training for BAR Members	x	x	x			ADM, PZ
Determine "Best Mgt. Practices" in Historic Preservation			x			ADM, PZ
<i>VIII. Establish Interpretation for Education, Tourism</i>						
Wayfinding, interpretive panels, historic markers	x	x	x			ADM, PZ, ACVA
Historic preservation educational programs	x	x	x			ADM, LY
Museum programs based on heritage themes	x	x	x			ADM
<i>IX. Identify Opportunities for Funding &amp; Support</i>						
Develop external pres. resources and partnerships	x	x	x			ADM PZ, TES
<i>X. Community Outreach</i>						
Conduct community meetings during plan process		x	x			ADM, PZ, TES
<i>XI. Review and Adoption by City Council</i>						
				x		ADM, CMO
ACTION- Implement History initiatives in Waterfront Plan	x	x	x	x	x	ADM, AA, PZ
ACTION- Implement History initiatives in Small Area Plans	x	x	x	x	x	AA, ADM, PZ
ACTION- Implement History initiatives in City Strategic Plan Goal 7	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM, PZ
ACTION- Assist with preparation of Youth Master Plan	x	x				ADM, CS, HS
ACTION- Prepare Freedmen's Cemetery History and Archaeology Report	x					AA, CS, TES
ACTION- Prepare Fort Ward History and Archaeology Report	x	x	x			AA, FW
ACTION- Prepare Fort Ward Interpretive Plan	x					AA, FW
ACTION- Complete Stage 2 Fort Ward Archaeological Survey	x	x				AA
ACTION- Complete Stage 3 Fort Ward Archaeological Survey		x	x	x		AA
ACTION- Prepare Fort Ward Management Plan		x	x	x		AA, ADM, FW, RPCA
ACTION- Complete Fort Ward Cultural and Historic Resources Inventory		x	x			AA, FW
ACTION- Coordinate w Inter-departmental Planning Projects/History	x	x	x	x	x	AA, ADM
ACTION- Coordinate w Marketing Coordinating Council/History	x	x	x	x	x	ADM
ACTION- Coordinate w Development Coordinating Council/History	x	x	x	x	x	ADM
ACTION- Coordinate w Wayfinding Program/History	x	x	x	x	x	AA, ADM
ACTION- Coordinate w Economic Sustainability Programs/History	x	x	x	x	x	ADM, ACVA, AEDP

<b>RESEARCH</b>						
ACTION- Expand History Work Groups to additional subject areas	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Consider PT/volunteer City Historian position	x					ADM
ACTION- Assist City "naming" of streets, places and cultural opportunities	x	x	x	x	x	ADM, ACA
ACTION- Complete Fort Ward History/Interpretive Plans	x	x				ADM, GTM, CMO
ACTION- Create annual research goals for the department and implement	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
<b>STAFF DEVELOPMENT</b>						
ACTION- Attendance at conferences, training workshops.	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Staff membership in professional organizations,	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Purchase of recent professional publications	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
<b>TECHNOLOGY</b>						
ACTION- Expand "Ask Alex" cell phone self-guided tours (include private orgs. for fee)	x	x	x	x	x	ADM, AA, GTM
ACTION- Expand geo-caches, webcasts, I-pod downloads	x	x	x	x	x	ADM, AA, GTM
ACTION- Expand use of social media for all museums	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Update departmental website with new history materials	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Expand Archaeology GIS applications and Surfer software for archaeological analysis.		x				AA
<b>TRANSPORTATION</b>						
ACTION- Revise narrated scripts for King Street Trolley	x					ADM
ACTION- Revise photo exhibit at Alex. Union Amtrak station, Reagan National Airport	x					AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Participate in Potomac Yard Metro site selection and design	x	x	x	x	x	ADM, PZ, TES
ACTION- Participate in Route 1 Streetcar Project	x	x	x	x	x	ADM, PZ, TES
ACTION- Enhance intermodal systems, bikeways and pedestrian walkways, AHT	x	x	x	x	x	ADM, PZ, TES
ACTION- Participate with FHA in Woodrow Wilson Bridge mitigation projects	x	x	x			AA, CS, ADM, PZ, TES
<b>VISITOR SERVICES</b>						
ACTION- Evaluate accessibility improvements at all sites	x	x	x	x	x	AA, ADM, ARC, ABHM, FF, FW, GTM, LY, SLAM
ACTION- Evaluate food service/catering operations at GTM, LY	x	x	x	x	x	ADM, GTM, LY
<b>LEGEND</b>						
AA- Alexandria Archaeology Museum						
ACPS- Alexandria City Public Schools						
ACVA- Alexandria Convention & Visitors Association						
AEDP- Alexandria Economic Development Partnership						

ADM- Office of Historic Alexandria Administration						
AHT- Alexandria Heritage Trail						
ARC- Archives & Records Center						
ABHM- Alexandria Black History Museum						
BAR- Boards of Architectural Review						
CMO- City Manager's Office						
CS- Hired Consultant						
FF- Friendship Firehouse Museum						
FW- Fort Ward Museum & Historic Site						
GTM- Gadsby's Tavern Museum						
HS- Dept. of Human Services						
LY- The Lyceum, Alexandria's History Museum						
PZ- Dept. of Planning & Zoning						
RPCA- Dept. of Recreation, Parks & Cultural Activities						
SLAM- Stabler-Leadbeater Apothecary Museum						
TES- Dept. of Transportation & Environmental Services						
AHRPC						
HARC						
PRAC						
AAC						